

**DEPARTMENT OF STATE  
ASSISTANT SECRETARY**

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TO: The Secretary *JUN 2 19*  
THROUGH: 5/3  
FROM: EUR - Foy D. Kohler *F.D.K.*  
*R.M.L.*  
SUBJECT: Requesting Help of Executive Secretariat in Connection with  
Handling of Berlin Problem

As we move into a new phase of the Berlin crisis with heightened interest in the subject within the Department and throughout the US Government, I believe the time has come to formalise the procedures for handling the various studies, memoranda, and other materials being produced in the Department. With the proliferation of such materials and increasing requests for copies of them, it would be helpful to have a central point in the Executive Secretariat to which requests could be directed and where a record of distribution could be maintained. Moreover, the Executive Secretariat could be extremely helpful in compiling and maintaining collections of existing materials for the principal interested officials of the Department and the White House and in providing Secretariat service for meetings of the Four-Power Working Group of the type now provided for the Tripartite Ambassadorial Group for Berlin Contingency Planning (BERCON).

I recognize that normally assistance of this kind is provided only prior to a conference in which either you or one of the Under Secretaries of State is to participate. However, your inevitable close involvement and that of the President in the continuing discussion of the Berlin problem during the months to come, plus the importance of the subject and the mass of documentation involved, would seem to make highly desirable employment of the Executive Secretariat to the degree indicated. If I may suggest an individual in the event that you approve this request, it would be Mr. Nicholas Velocios, who is presently the member of the Executive Secretariat designated to assist with the Berlin contingency planning activities.

#### **Recommendations:**

FIG. 3

That the Executive Secretariat be authorised to provide secretariat services in connection with Departmental handling of the Berlin problem.

APPROVED

DEPARTMENT OF STATE A/CDC/BR

REVIEWED BY Houston DATE 4/3/156

DISAPPROVED

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EXPIRES 1975-07-01 DATE

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RELEASE DENIED

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EUR:GER  
6/20/61